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12 November 1964

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Document Division Monthly Reports for  
July, August and September 1964

REFERENCE : DD Monthly Report for October 1964

1. As stated in reference, the following adjustments should be made in the "Statistical Specifics for Monthly Report" for the months of July, August and September 1964:

A. <u>Acquisitions</u>	<u>July</u>	<u>August</u>	<u>September</u>
Other (from)	14,521	12,863	13,516
(to)	12,851	11,082	11,729
 Total Non-Collateral (from)	 43,991	 43,142	 43,486
(to)	42,321	41,361	41,729
 Grand Total (From)	 74,142	 81,149	 79,589
(to)	72,472	79,368	77,832
 B. Processing			
Items Indexed in IPI (From)	2,418		
(to)	715		

2. The adjustments in "Acquisitions" result from elimination of the collateral documents (mainly TDCS) from the Special Dissemination Section's report so as not to count them twice.

3. The adjustment of "Items Indexed in the IPI" for July is due to an error in reporting.

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Chief, Document Division

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